

A RULE ESTABLISHED TO PROVIDE JOB DESCRIPTIONS THAT WILL INSTITUTE STANDARDIZATION AND CLASSIFICATIONS FOR ALL POSITIONS IN THE CLASSIFIED SERVICE OF THE COUNTY. CLASSIFICATION INTO GROUPS AND SUBDIVISIONS SHALL BE BASED UPON AND SCALED ACCORDING TO THE QUALIFICATIONS, DUTIES AND RESPONSIBILITIES REQUIRED.

SECTION I. A job description will be developed for each class (job) that is sufficiently unique so as to have its own title and description.

SECTION II. Each job description will consist of the following components: Title, Position Number, Pay Range, Taxing Authority, Department, General Description, Essential Job Functions, Essential Physical Skills, Environmental Conditions, Knowledge/Skills/Abilities needed, Minimum Qualifications and any required Licenses or Certifications.

SECTION III. Class Titles. Titles will be reasonably descriptive of the type of work assigned. Where there is more than one class in an occupational series, numbers may be used to designate the relative class (e.g. Secretary I, Secretary II).

SECTION IV. General Description. The major function of the job which places emphasis on the principle elements of work to be accomplished.

SECTION V. Essential Job Functions. This section will list the "typical" duties which are common to most of the positions in the class. This list of duties is intended to be descriptive and explanatory. These duties are not necessarily all inclusive of the functions necessary to satisfactorily perform in a particular position. Personal characteristics required of all employees, such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

SECTION VI. Minimum Qualifications: This section will set forth the preemployment qualifications needed to compete on an employment register. These qualifications may address specific education, training or experience requirements and may also include written or performance testing. Licensing and Certification requirements are considered a part of the minimum qualifications if they are a prerequisite for employment.

SECTION VII.

- A. Training will be provided when new requirements are added to a job description.
- B. Each employee will receipt for a copy of his or her current job description.

SECTION VIII. This rule shall take effect on July 1, 2002.